

VACANCY ANNOUNCEMENT

NUMBER: 23/2013

OPEN TO: All interested candidates

POSITION: BODYGUARD SUPERVISOR

OPENING DATE: May 13, 2013

CLOSING DATE: May 24, 2013.

WORK HOURS: Full-time; 40 hours/week

SALARY: Not-Ordinarily Resident (NOR): US\$39,994 p.a. (Starting salary, Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): Euro 16,839 p.a. (Starting salary) (Position Grade: FSN-7)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Malta is seeking an individual for the position of Bodyguard Coordinator.

BASIC FUNCTION OF POSITION

Serves as the primary protective liaison for the Embassy during all Ambassador and Deputy Chief of Mission (DCM) local travel.

Reviews security plans and site surveys prepared for the various locations of interest; continuously saves and updates such plans and site surveys for future reference. Monitors the prevailing security situation in proposed travel areas to ensure the most accurate and up-to-date security assessment.

Responsible for Training of new recruits and regular refresher training for all bodyguards. Ensures a high level of proficiency in emergency medical care, Bodyguard/Counter Surveillance practices, Improvised Explosive Devices training, Counter Terrorism vehicle skills, and other special security-centric training as directed by the RSO.

Responsible for guard schedules, approval of leave, counseling and drawing up evaluation reports of the eight guards under his supervision. Ensures that vehicles are properly maintained and kept in pristine condition at all times, coordinates use, service and repair of the unit's vehicles in a manner that ensures their availability at all times. Maintain accountability of all protective equipment used by the unit, ensuring their proper upkeep.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.

2. Two (2) years of previous police, military, or security related experience at middle management level is required.
3. Fluent (level IV) English; Good working knowledge (Level III) Maltese.
4. Working knowledge of firefighting equipment and procedures. Knowledge of First aid, and of radio communications.
5. Must hold a valid driving license. Level I typing (less than 40 words per minute) and basic computer skills (MS Office/Word/PowerPoint).

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. **Application for US Federal Employment (SF-171 or OF-612); or**
a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

E-Mail: vallettahro@state.gov

Or

Human Resources Office
American Embassy,
Ta' Qali National Park,
Attard ATD 4000

POINT OF CONTACT

Name Joseph Gatt
Telephone: 2561 4112

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,

- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: May 24, 2013

The US Mission in Valletta provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

